

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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PHILIP L. BROWNING  
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Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROS AVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTO JOVICH  
Fifth District

November 5, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AMENDMENT ONE FOR THE COMMUNITY  
SERVICES BLOCK GRANT PROGRAM IN THE FIRST AND FOURTH SUPERVISORIAL  
DISTRICTS (3 VOTES)**

**SUBJECT**

Authorize the Director of the Department of Public Social Services (DPSS) to execute Amendment One to the current Community Services Block Grant (CSBG) Program, Youth and After School Program contracts in the First Supervisorial District and Domestic Violence (DV) contracts in the Fourth Supervisorial District.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Delegate authority to the Director of DPSS to execute amendments with the seven agencies listed in Attachment A, in a substantially similar form to the amendment in Attachment B. The amendments will increase the funding allocation to three Youth and After School Program service contracts in the First Supervisorial District and four DV service contracts in the Fourth Supervisorial District. The total estimated cost is \$159,300, which is fully funded through the State Department of Community Services and Development (CSD) for Program Year (PY) 2008.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The CSBG Program is designed to provide services to assist low-income people attain the skills, knowledge and motivation necessary to achieve self-sufficiency. The program provides low-income people with an array of immediate life necessities such as food, shelter, health care needs, counseling, employment services, etc.

*"To Enrich Lives Through Effective And Caring Service"*

The current 123 CSBG contracts became effective on July 1, 2008 and will terminate on June 30, 2009 with two one-year extension options. As we approach the end of PY 2008, DPSS anticipates a surplus of funds to remain unutilized. In an effort to maximize the use of all program funds, DPSS is executing contract amendments to distribute the surplus funding. Surplus funds have already been proportionately distributed among the Second, Third and Fifth Supervisorial District contractors.

However, the surplus funds to be distributed among the seven contractors in the First and Fourth Districts identified in Attachment A exceed the twenty-five percent (25%) delegated authority; thus, the amendments for these contracts require approval by the Board of Supervisors.

The recommended action in the First District was deemed necessary to enhance the Youth and After School Programs currently funded in the Valinda and Whittier sub-Districts. The increased funding recommendations in these areas will allow the service providers to improve and expand critically needed programs. The surplus of \$90,000 is proportionately distributed among the three agencies based on their initial allocation.

The recommended action in the Fourth District was deemed necessary to provide and maintain quality services to disadvantaged individuals/families who are victims of domestic violence. The surplus of \$69,300 is proportionately distributed among the agencies based on their initial allocation.

The Amendment recommendations have been cleared by the Community Action Board.

#### Implementation of Strategic Plan Goal

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

#### **FISCAL IMPACT/FINANCING**

The total estimated cost of the seven CSBG contracts for Fiscal Year (FY) 2008-09 is identified in Attachment A. The funding increase for the seven amendments totals \$159,300 and is fully funded by PY 2008 (January through December) funds through CSD. There is no impact on Net County Cost.

The total estimated cost is included in the Department's FY 2008-09 Proposed Budget. Funding for future FYs will be included in the Department's annual budget requests.

### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

The amendments will be executed after approval by the Chief Executive Office (CEO) and County Counsel. All of the standard provisions will remain in effect through the expiration of the contracts.

County Counsel and the CEO have reviewed this Board letter and the amendment has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES**

The recommended action will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

The award of these amendments will enable the Department to continue providing quality CSBG services and enhance the programs in the target service areas in the First and Fourth Supervisorial Districts throughout the entire contract period.

### **CONCLUSION**

The Executive Officer, Board of Supervisors is requested to return one adopted stamped Board letter to the Director of DPSS.

Respectfully submitted,



Philip L. Browning  
Director

PLB:ek

Attachments

c:     Executive Officer, Board of Supervisors  
       County Counsel  
       Community Action Board

**CSBG DISTRIBUTION OF SURPLUS FUNDS****YOUTH AND AFTER SCHOOL PROGRAM  
FIRST SUPERVISORIAL DISTRICT**

<b>AGENCY</b>		<b>ORIGINAL AMOUNT</b>	<b>SURPLUS</b>	<b>% INCREASE</b>	<b>FINAL AMOUNT</b>
1	Foothill Family Service (Valinda)	\$ 68,101	\$ 30,000	44.05%	\$ 98,101
2	SPIRITT Family Services (Valinda)	\$ 30,000	\$ 30,000	100.00%	\$ 60,000
3	SPIRITT Family Services (Whittier)	\$ 80,000	\$ 30,000	37.50%	\$ 110,000
<b>TOTAL</b>		<b>\$ 178,101</b>	<b>\$ 90,000</b>		<b>\$ 268,101</b>

**DOMESTIC VIOLENCE SERVICES  
FOURTH SUPERVISORIAL DISTRICT**

<b>AGENCY</b>		<b>ORIGINAL AMOUNT</b>	<b>SURPLUS</b>	<b>% INCREASE</b>	<b>FINAL AMOUNT</b>
1	1736 Family Crisis Center	\$ 38,964	\$ 20,145	51.70%	\$ 59,109
2	Center for the Pacific Asian Family, Inc.	\$ 15,000	\$ 7,755	51.70%	\$ 22,755
3	Harriet Buhai Center For Family Law	\$ 15,000	\$ 7,755	51.70%	\$ 22,755
4	Su Casa	\$ 65,075	\$ 33,645	51.70%	\$ 98,720
<b>TOTAL</b>		<b>\$ 134,039</b>	<b>\$ 69,300</b>		<b>\$ 203,339</b>

**AMENDMENT NUMBER ONE  
TO THE COMMUNITY SERVICES BLOCK GRANT PROGRAM CONTRACT  
BY AND BETWEEN COUNTY OF LOS ANGELES AND**

\_\_\_\_\_  
(Agency Name)

Reference is being made to the contract entitled "*Los Angeles County Community Services Block Grant (CSBG) Program Agreement By and Between County of Los Angeles and \_\_\_\_\_*" dated July 1, 2008, and further identified as County Contract # \_\_\_\_\_, hereinafter referred to as "Agreement."

Effective upon signatures of both parties, the Agreement is amended to include:

**I. SECTION 5.0 CONTRACT PAYMENTS**

**SECTION 5.2 Maximum Contract Amount** is revised to add the increased funding allocation as follows:

Original Allocation:	\$ _____
Additional Allocation:	\$ _____
Total Allocation:	\$ _____

The maximum amount of this Contract is \$ \_\_\_\_\_, for the one year period of July 1, 2008 through June 30, 2009.

Contractor shall increase their annual number of participants to be served and total number of Performance Measure Outcomes to reflect the increase in funding allocation.

**SECTION 5.6 Invoices and Payments** shall be amended to include the following:

**5.6.8** Upon implementation of the CSBG Automation System, Contractor will be allowed to submit invoices billed on a percentage basis (i.e., the participant only completed a percentage of the program services).

**5.6.15 Funding/Budget Modification**

Changes to the total Contract funding as set forth in this Contract may be made only by contract amendment.

With regard to the movement of funds within an approved budget (i.e., from one line item to another), such movement may not exceed 25% of the total Contract amount. Such modifications must be in writing and mutually agreed upon by the DPSS Director and Contractor and such modification must be in the best interest of the County.

**5.6.16 Program Modifications**

Contractor requests for modifications, either budgetary or programmatic, will not be accepted during the first two (2) months of the Contract period, nor during the last quarter of the Contract period (except where a written waiver is

requested by the Contractor and accepted by the County). Furthermore, such requests shall not be submitted to the County more than once in each quarter except where a written waiver has been received and accepted by the County.

**II. SECTION 8.0 TERMS AND CONDITIONS**

**SECTION 8.29 FISCAL ACCOUNTABILITY**, paragraph three shall be amended to read as follows:

Funds disbursed pursuant to this Contract shall be used exclusively for services funded under this Contract and shall not be commingled with any other monies of the Contractor, unless a written waiver is obtained from the County.

**III. ATTACHMENT A, STATEMENT OF WORK AND TECHNICAL EXHIBITS**

**SECTION 3.2 Scheduled Meetings**, paragraph one and four are revised to read as follows:

Contractor is invited and encouraged to attend any and all of the monthly Community Action Board (CAB) public meetings. CONTRACTOR may be invited to do a short presentation on their services and/or success stories.

Contractor is required to attend all scheduled monitoring site visits with the Contract Program Monitor to discuss contractor's performance under this contract and any findings/deficiencies that may be identified during the monitoring visit. These meetings are referred to as Entrance and Exit Conferences. Failure to attend any Entrance or Exit Conference may cause the County to assess a penalty of 25 points per each conference not attended. The assessed points will be added to any accumulated Unsatisfactory Performance Indicator (UPI) points, if applicable, and will be deducted as stated in 1.7 UNSATISFACTORY PERFORMANCE REMEDIES, paragraph two.

**IV. TECHNICAL EXHIBIT A-1, PERFORMANCE REQUIREMENTS SUMMARY, 1.7 UNSATISFACTORY PERFORMANCE REMEDIES**

Paragraph two is revised to read as follows:

Assess deductions in the amount of \$50 for every 10 Unsatisfactory Performance Indicator (UPI) point exceeding 500 points semi-annually for all requirements, except 7.0, Performance Outcome Measures. The total invoiced for each month following the semi-annual shall be reduced by the deductions assessed.

**V. TECHNICAL EXHIBIT A-2, PERFORMANCE REQUIREMENTS SUMMARY CHART, STATEMENT OF WORK, SECTION 3.1 – SCHEDULED MEETINGS,**

**PENALTY** is revised to read as follows:

25 points assessment may apply per occurrence

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their authorized officers. Amendment Number One is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2008

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

Agency Name

Address

By: \_\_\_\_\_  
Authorized Signature  
Name:  
Title:

APPROVED AS TO FORM:

Raymond G. Fortner, Jr.  
COUNTY COUNSEL

By: Kathleen Bramwell  
Principal Deputy